



# Human Resources Newsletter

## March 2006 News

### What's New, What's Hot

- **High Honors Achieved:** Anthony M. Culp, DOTD Aviation Director, and James B. Frederick, Jr., Attorney Supervisor, have been selected as recipients of the prestigious Charles E. Dunbar, Jr. Career Service Award. The Dunbar Award is the highest honor that can be given to a state classified employee. Nominees are judged on the following categories: commitment to the classified service, contributions toward work or workplace improvement, personal initiative, and volunteer community service. Messrs. Culp and Frederick, Jr. will be recognized by the Louisiana Civil Service League at the awards luncheon on Tuesday, April 4, 2006.
- **Employee Recognition Event:** On Thursday, March 23rd, at 2:30 pm in the Auditorium, Headquarters will hold the recognition ceremony for the quarters ending September 30 and December 31 as well as for employees and groups recognized for the year. Please join everyone as the following are honored:

#### Quarter ending September 30, 2005

Employee of the Quarter: Herbert Piller, Landscape Architect, Section 42

Manager of the Quarter: James Phil Jones, DOTD Intermodal Transportation Administrator, Section 88

Best Team Effort of the Quarter: James M Bueche, Melvin T Canty, Charles W. Cox, Ted M. Ewing, Lionel L. Hulbert, Lee Johnson, Stefan M. Popovic, Marcus A. Smith, Robert E. Sullivan and Donald R. Taylor, Maintenance Management Team, Section 42

#### Quarter ending December 31, 2005

Employee of the Quarter: Tina Milano, Administrative Assistant 5, Section 53

Manager of the Quarter: Robin Romeo, Highway Program Engineer, Section 85

Best Team Effort of the Quarter: James C. Rawls, Keith McDermitt, Stanley L. Crain, Ronald Gerald, Chadwyck Thomas, Edwin D. Barber and Cole Thomas, Field Survey Team, Section 30.

#### Year ending December, 2005

Employee of the Year: Kirk M. Zeringue, Engineer 3, Section 67

Manager of the Year: James Phil Jones, DOTD Intermodal Transportation Administrator, Section 88

Best Team Effort of the Year: James C. Rawls, Keith McDermitt, Stanley L. Crain, Ronald Gerald, Chadwyck Thomas, Edwin D. Barber and Cole Thomas, Field survey Team, Section 30.

- **Employee Health Screening Event:** The DOTD Employee Wellness Committee is sponsoring a health screening event on **Thursday, March 23, 8:00 a.m. to 12:00 p.m., in the DOTD Headquarters Auditorium.** This event is open and free of charge to all DOTD employees in the Baton Rouge area. Screenings will include blood pressure, cholesterol, diabetes and body fat index (BFI) checks. Employees may sign up by accessing the Health Fair link on the DOTD Intranet home page or by clicking on the following: <http://ladotnet/blooddrive/>. Another screening event is scheduled for April 13th.



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( Continued )

- **New "Job Aid" Available on HR Website:** Guidelines on internal approvals required for various personnel actions are now easily accessible from the HR home page "Job Aids" tab (formerly HR Manuals). This information can be useful to appointing authorities and supervisors when initiating employment/HR-related actions, such as, filling a vacant position, establishing a new position, requesting job title/series/pay changes, re-employing a retiree, etc. [Click here](#) to review.
- **HR Continuous Improvement Team (HR-CIT) Celebrates One-Year Anniversary:** Organized last March, this team was created to identify and evaluate HR work processes and improve efficiency in an effort to provide the best possible service to HR customers. During the past year, 30 suggestions were submitted by customers that led to many improvements. The group continues to solicit your suggestions. HR-CIT members are **Victoria Cairns** - Team Leader, **Ellen Catherine**, **Carol Zumbro**, and **Stephanie Ortis**. Please contact any HR-CIT member with suggestions on how HR can best serve you.

## Special Events

- March 1 – Training: Documenting for Performance & Discipline, HQ
- March 7 - Training: Employment Law, HQ
- March 8 - Civil Service Commission Meeting
- March 15 - Training: How to Select the Most Qualified Employee, HQ
- Standing Committee on Human Resources (SCHR) Meeting
- March 21 - Training: Writing SMART Performance Expectations, Bossier City
- March 22 - Training: Performance Planning & Review, Bossier City
- March 23 - Employee Recognition Ceremony-HQ Auditorium, 2:30 pm
- Training: Performance Planning & Review, Alexandria
- March 24 - Training: Writing SMART Performance Expectations, Alexandria
- March 29 – Training: Performance Planning & Review, Lake Charles
- March 30 – Training: New Employee Orientation, HQ

## HR Unit Updates

### Employee Relations Unit

**Reminder about Loans through Deferred Compensation:** Account Reduction Loans are available to participants in the Louisiana Deferred Compensation program. Participants can borrow up to 50% of their total account balance or \$50,000, whichever is less. For details on this loan program call KeyTalk @ 1-800-701-8255 or visit <https://louisianadcpretire.qwrs.com/>.



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### Employee Relations Unit ( Continued )

**Pre-Retirement Education Program Dates Set:** LASERS offers PREP Seminars to assist active members in preparing for retirement through proper planning and informed utilization of the many benefits available to LASERS members. Interested district employees should contact their HR Analyst to schedule. Headquarters staff should contact Ellen Catherine @ 225-379-1229. The locations and dates for the one-day seminars are:

Alexandria	May 10
Baton Rouge	April 20, May 18, June 8
Bridge City	March 30, May 4
Slidell	June 21
Thibodaux	May 25

### Operations Unit Update

**Civil Service Provides New Services for Job Seekers:** The Department of Civil Service has added a new link on its web site: [Update Your Records](#). This link allows applicants and employees to download a form to update the following: name, address, parishes available to work in, and preference on type of appointments. [Click here](#) to download the form. On the same web page, employees can request a copy of their most recent Civil Service application. ([Click Here](#)) Applications are kept on file for one year. These request forms can be delivered in person, mailed or faxed @ 225-342-2386 to the Department of Civil Service.

### Personnel Management Unit Update

**Employee of the Quarter Awards:** It is time to start thinking about nominations for employees, managers and teams for recognition for the first quarter of 2006. Deadline for nominations is April 7, 2006. Recipients of Employee and Manager of the Quarter receive a \$500 cash award. Best Team Effort winners share a \$1,000 cash award. For details and nomination forms, please refer to [PPM # 49](#). HR Contact: Stephanie Ortis @ 225-379-1289.